



NEW State Term Contract

The Division of Purchase & Contract
"Success through Customer Service"

Office Supplies - 615A

Savings of 31 Percent on Office Supplies Projected, Vendor offers Webinar Training Classes

The Division of Purchase & Contract is excited to announce the establishment of a new state term contract for [Office Supplies, 615A](#). The new contract covers: office consumables, office equipment, envelopes, paper (orders less than \$250) and toner, including remanufactured toner cartridges. It is a three year contract with a single option for a one year extension. There are over 4,000 office supply products available for purchase. The minimum purchase order to qualify for free shipping is \$25. The contract takes effect April 1, 2014 and ends March 31, 2017.

Excluded from the contract are: filing cabinets, software, computers, multifunctional print devices, scanners, copiers, break room supplies, janitorial supplies and furniture.

This is a mandatory state term contract for state agencies, departments, institutions, universities and community colleges - unless exempted by North Carolina General Statute. Additionally, non-mandatory entities, including schools and local governments, allowed by general statute may use this contract.

In order to leverage the State's full buying power the new contract prices will be further discounted for the remainder of the contract term if contract purchases across both mandatory and non-mandatory entities exceed a defined spend threshold.

Forms and Supply Inc., a historically underutilized business, based out of Charlotte, North Carolina was awarded the contract. The company guarantees delivery within two business days after receiving a purchase order - unless items are back ordered. Forms and Supply also offers [free training webinars](#) covering the punch-out ordering system.

Forms and Supply has a dedicated account manager, Janet Blanford, to ensure agencies receive contract pricing regardless of the order channel (i.e., E-Procurement, procurement card, phone, fax or email). Janet can be reached at 704-598-8971, or Janet.Blanford@FormsandSupply.com.

Office Supplies, 615A has been loaded in [E-Procurement](#). If you have questions pertaining to the contract please contact Bahaa Jizi, the contract manager at 919-807-4520, or Bahaa.Jizi@doa.nc.gov. To view the contract, please visit our [website](#).

The Division of Purchase & Contract is focused on establishing state term contracts that provide customers with goods and services at the best value.

Sincerely,

Patti Bowers
State Purchasing Officer



Pertinent Information

Contract Number – 615A

Contract Name – Office Supplies

Vendor – Forms and Supply, Inc.

Mandatory – Yes

Effective To – March 31, 2017

The Contract Covers

1. Office Consumables
2. Office Equipment
3. Envelopes
4. Paper (less than \$250)
5. Toner
6. Remanufactured Toner

Delivery – within 2 days

Vendor Point of Contact

[Janet Blanford](#) – 704-598-8971

Purchase & Contract Point of Contact

[Bahaa Jizi](#) – 919-807-4520

[Order through E-Procurement](#)

What Has Changed

Free shipping order minimum amount has been reduced to **\$25** from \$100.

A core list of items (frequently purchased items by the State) is provided. Items on the list are very competitively priced. Buyers should utilize the core list to realize maximum savings.